

Subject: Request for Feedback on Faculty Professional Development Workshop

Dear [Recipient's Name],

We hope this message finds you well. We would like to extend our heartfelt thanks for your participation in the recent Faculty Professional Development Workshop held on [Date]. Your engagement and contributions were invaluable to the success of the event.

In our continuous effort to enhance the quality of our workshops, we kindly request your feedback. Your insights will help us understand what worked well and identify areas for improvement.

Please take a few moments to share your thoughts by completing the attached feedback form. Your responses will be kept confidential and will only be used for the purpose of refining our future programs.

Thank you once again for your support and dedication to professional growth. We look forward to hearing your feedback.

Warm regards,

[Your Name]

[Your Position]

[Your Institution]

[Your Contact Information]